



INVITATION TO BID (ITB)

Sale of Surplus Property
located on CR 561, Astatula, Florida 34705
to the General Public

ITB Number: 14-0032 Contracting Officer: Susan Dugan
Bid Due Date & Time: September 17, 2014, 3:00 p.m. ITB Issue Date: August 28, 2014

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded.

The below named bidder makes the attached offer to purchase real estate parcel listed pursuant to all requirements, specifications, terms and conditions contained in this solicitation document and further agrees that the language of this document shall govern in the event of a conflict with a bid. My signature certifies that this offer/bid is made without prior understanding agreement, or connection with any corporation, firm, business entity, or person submitting a response for the services, and is in all respects fair and without collusion or fraud.

Vendors shall complete and return the entirety of this ITB Document. Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- ☐ Not interested at this time; keep me on Lake County's List for future solicitations.
☐ Please remove me from Lake County's List for Sale of Property.

BIDDER IDENTIFICATION

Name of bidder: _____ Contact Person: _____

Authorized Signature: _____

E-mail Address: _____ Telephone: _____

Section 1.1 Purpose

The Lake County Board of County Commissioners (County) is offering for sale and will accept competitive sealed bids (minimum bid of \$108,000), from the General Public, for the parcel of real estate, listed herein:

LEGAL DESCRIPTION -----

A parcel of land in the South 1/2 of the southeast 1/4 of Section 20, Township 20 South, Range 26 East, Lake County, Florida, more particularly described as follows:
That part of East 1/2 of the southeast 1/4 of the southwest 1/4 of the southeast 1/4 of Section 20, Township 20 South, Range 26 East, Lake County, Florida, lying East of the easterly line of the right of way line of County Road 561 AND lying North of South 33.00 feet of the East 1/2 of the southeast 1/4 of the southwest 1/4 of the southeast 1/4 of said Section 20;
AND
That part of the southeast 1/4 of the southeast 1/4 of Section 20, Township 20 South, Range 26 East, Lake County, Florida, lying East of the easterly line of the right of way line of County Road 561 AND lying West of the the westerly line of the right of way of the TAVARES AND GULF RAILROAD, AND lying South of the westerly extension of the North line of TRACT 1 of CITRUS FARMS according to the plat thereof as recorded in Plat Book 13, Page 35, Public Records of Lake County, Florida.

(Approximately 7.689 acres.) (a/k/a Alt Key 3891396)

Section 1.2 Designated Procurement Representative

Susan Dugan, CPPB, Senior Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800
Phone : 352.343.9839
Fax : 352.343.9473
E-mail: sdugan@lakecountyfl.gov

Section 1.3 No Warranty or Research

- 1.3.1 This parcel is sold “AS-IS”. The County makes no representations or warranties of marketable title.
- 1.3.2 The County staff will NOT provide any research information, other than that which is included with this Invitation to Bid.
- 1.3.3 The County makes no representations or warranties that the parcel is free of any taxes, liens or assessments. It is solely the bidder’s responsibility to check with the appropriate agencies to determine if there are any taxes, liens or assessments against the parcel.
- 1.3.4 It is recommended that the bidder contract with the appropriate professionals to conduct any research needed and/or obtain a title search on the property. The bidder shall bear any cost associated with such research services.
- 1.3.5 It will be the bidder’s sole responsibility, as the buyer, to pay any taxes, liens or assessments. The price you pay to the County is solely to purchase the County’s interest in the property.

Section 1.4 Completion Requirements for Invitation to Bid

- 1.4.1 Bidders shall complete and return one (1) entire original signed document and one (1) copy of the entire signed document submitted in a sealed envelope and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any Bidder in responding to this ITB.
- 1.4.2 When you submit your bid, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten/printed. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in **BLUE INK** by an official authorized to legally bind the Bidder to its provisions.
- 1.4.3 Type/print the ITB Number and Sale of Surplus Real Estate, on the front of the bid envelope. Ensure that your bid is securely sealed in an opaque envelope to provide confidentiality of the bid information prior to the bid opening.

Section 1.5 Deliveries of Solicitation Response

Unless a package is delivered in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Procurement Services Office prior to the date and time established within the solicitation. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date stated in the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET, 4TH FLOOR - ROOM 441
TAVARES, FLORIDA 32778

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FLORIDA 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
32400 COUNTY ROAD 473
LEESBURG, FLORIDA 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted. Verbal/oral bids will not be considered.

Section 1.6 Withdrawal of Bid

You may withdraw your bid or modify it at any time prior to the official bid closing date and time. You shall be required to produce photo identification that satisfies the County prior to withdrawal or modification of your bid. Negligence upon your part in preparing your bid confers no right of withdrawal after the time fixed for the submission of bids.

Section 1.7 Method of Award and Settlement

The bid of the highest bidder (minimum bid of \$108,000) complying with the terms and conditions set forth herein shall be accepted, unless the Board of County Commissioners rejects all bids.

The County reserves the right to reject any and all bids if it is determined to be in the County's best interest to do so.

- 1.7.1 The Contracting Officer will notify the highest bidder of the award recommendation within twenty (20) calendar days after the bid closing date. The initial notification will be via telephone with a certified letter being mailed the same day.
- 1.7.2 The bidder shall have five (5) business days after the notification date to deliver two (2) certified cashiers' checks to the Procurement Services Contracting Officer. One check shall be made payable to the Lake County Board of County Commissioners for the purchase price of the parcel(s) and the second check shall be made payable to the County Clerk of the Court to cover the cost of the recording fees and documentary stamps.
- 1.7.3 If the notified recommended bidder fails to deliver the checks within the five (5) business days, the County reserves the right to cancel the recommendation and recommend to the next highest bidder using the same steps, or to reject all bids.

Section 1.8 Recording Fees and Documentary Stamps

The Recording Fees are \$10.00 for the first page of the deed and \$8.50 each additional page. Documentary Stamps are .70 cents per \$100.00 of purchase price or part thereof.

Parcel Listing

Pursuant to Florida Statute 125.35, the Lake County Board of County Commissioners has declared the following list of real estate surplus to its needs:

1. Property location: CR 561, in Astatula, Florida, 34705.
Alternate Key: 3891396

Legal Description:

A parcel of land in the South 1/2 of the southeast 1/4 of Section 20, Township 20 South, Range 26 East, Lake County, Florida, more particularly described as follows:

That part of East 1/2 of the southeast 1/4 of the southwest 1/4 of the southeast 1/4 of Section 20, Township 20 South, Range 26 East, Lake County, Florida, lying East of the easterly line of the right of way line of County Road 561 AND lying North of South 33.00 feet of the East 1/2 of the southeast 1/4 of the southwest 1/4 of the southeast 1/4 of said Section 20';
AND

That part of the southeast 1/4 of the southeast 1/4 of Section 20, Township 20 South, Range 26 East, Lake County, Florida, lying East of the easterly line of the right of way line of County Road 561 AND lying West of the the westerly line of the right of way of the TAVARES AND GULF RAILROAD, AND lying South of the westerly extension of the North line of TRACT 1 of CITRUS FARMS according to the plat thereof as recorded in Plat Book 13, Page 35, Public Records of Lake County, Florida.

See attached map.

- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

| Part I: |
|--|
| <p>The bidder must list below the dates of issue for each addendum received in connection with this RFP:</p> <p>Addendum #1, Dated: _____</p> <p>Addendum #2, Dated: _____</p> <p>Addendum #3, Dated: _____</p> <p>Addendum #4, Dated: _____</p> |
| Part II: |
| <p><input type="checkbox"/> No Addendum was received in connection with this RFP.</p> |

BID FORM

TO: Lake County Board of County Commissioners
Office of Procurement Services

The undersigned hereby declare that _____(Bidder Name)
has/have carefully examined the specifications and make the following offer to buy the subject Real
Property located on CR 561, Astatula, Florida 34705, as described in Section 2, from the County.

(Write numbers) \$ _____

(Spell out price in words) _____

This bid is a binding offer made by the below named (bidder) and shall remain valid for not less than ninety
(90) calendar days from the bid closing date.

By Signing this Bid the Bidder Attests and Certifies that:

- It satisfies all legal requirements to do business with the County.
- The bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid document and any contract(s) and/or other transactions required by award of this solicitation.

General Bidder Information and Proposal Signature:

| | |
|--------------------------------------|---------------|
| Bidder Name: _____ | |
| Street Address: _____ | |
| Mailing Address (if different) _____ | |
| Telephone No. _____ | E-mail: _____ |
| Signature: _____ | Date: _____ |
| Print Name: _____ | Title: _____ |

